

**Commonwealth of Virginia**  
**Loudoun County Circuit Court**  
**Probate Department**

**NOTICE REGARDING ESTATE**

**PROBATE FILE #** \_\_\_\_\_

**NAME OF DECEDENT:** (INSERT DECEDENT'S FIRST, MIDDLE, AND LAST NAME HERE)

**DATE OF DEATH:** (INSERT DECEDENT'S DATE OF DEATH HERE)

**MAIL TO:** (INSERT NAME & ADDRESS OF THE HEIR AT LAW OR BENEFICIARY UNDER A WILL)

This notice is mailed or delivered to you **as required by law** because the person who signed this notice has identified you as a spouse, heir at law, or beneficiary under a will of the deceased person named above. This notice is to inform you that, in the Loudoun County Circuit Court Clerk's Office, a personal representative has qualified OR that a proponent of the Will has probated the deceased person's Will.

**THIS NOTICE DOES NOT MEAN THAT YOU WILL RECEIVE**  
**ANY MONEY OR PROPERTY**

**Name:** (insert the sender's name(s) here)

**Title:** (personal representative, proponent of the Will, or person having an interest in the estate)

**Address:** (Insert sender's address here)

**Phone:** (Insert sender's phone number here)

**Date:** (Insert date of mailing Notice (must be mailed within 30 days of qualification or probate))

\_\_\_\_\_  
Print sender's name

\_\_\_\_\_  
Signature of sender

**Notice:**

If personal representatives qualified on this estate, they are required by law to file an inventory with the Commissioner of Accounts within four months after they qualify in the clerk's office, to file an account within sixteen months of their qualification, and to file additional accounts within sixteen months from the date of their last account period until the estate is settled. If you make a *written request* therefor to the personal representatives, they must mail copies of these documents (not including any supporting vouchers, but including a copy of the decedent's will) to you at the same time the inventory or account is filed with the Commissioner of Accounts, unless (I) you would take only as an heir at law in a case where all of the decedent's probate estate is disposed of by will, or (ii) your gift has been satisfied in full before the time of such filing. Your

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written request may be made at any time; it may relate to one specific filing or to all filings to be made by the personal representative, but it will not be effective for filings made prior to its receipt by a personal representative. A copy of your request may be sent to the Commissioner of Accounts with whom the filings will be made. After the Commissioner of Accounts has completed work on an account filed by a personal representative, the Commissioner files it and a report thereon in the Clerk's Office of the Court wherein the personal representative qualified. If you make written request therefor to the Commissioner before this filing, the Commissioner must mail a copy of this report and any attachments (excluding the account) to you on or before the date that they are filed in the Clerk's Office.

The name and mailing address of the Commissioner of Accounts for Loudoun County is:

William B. Hanes, Commissioner of Accounts  
4 Cornwall Street, N.E.  
Leesburg, VA 20176  
E-mail: [cofa@verizon.net](mailto:cofa@verizon.net)  
Phone: (703) 777-5300  
FAX: (703) 777-6990

Office Hours: Monday through Thursday: 9:00 a.m. to 5:00p.m.  
Friday: 9:00a.m.to 2.00p.m.

**The Commissioner of Accounts is a COURT APPOINTED attorney who has the legal responsibility to oversee the actions of an Executor/Administrator of an Estate to ensure that they preserve the Estate and perform their duties as required by law. This means that they must file an Inventory and First and/or subsequent Accountings with the Commissioner, for his review and approval. Upon his approval, these documents (inventory and accounting) are then filed with the Probate Clerk. The Probate Clerk will record these documents and they become public records.**